

# AGREEMENT FOR USE OF SCHOOL FACILITIES

## Bureau Valley CUSD #340

Please complete form and return to a building office or the Central Office at least 2 weeks prior to the event:

Person Requesting Facility	Organization	
Address	City/State/Zip	Phone number(s)

**Board Policy Use of School Facilities**

School facilities/equipment are available to the community for educational, civic, cultural, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities. The use of school facilities/equipment for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times.

Date(s) requested _____	Purpose _____
Start Time _____	End Time _____
Insurance Company _____ (Certificate of insurance may be required)	
Admission Charge for Event: No _____	Yes \$ _____

**FACILITY REQUESTED (Check one)**

- |   |  |
|---|--|
| <input type="checkbox"/> Bureau Valley High School (Manlius)        | <input type="checkbox"/> Bureau Valley Elementary (Wyanet) |
| <input type="checkbox"/> Bureau Valley Alternative School (Manlius) | <input type="checkbox"/> Bureau Valley North (Walnut)      |
| <input type="checkbox"/> Bureau Valley Central Office (Manlius)     | <input type="checkbox"/> Bureau Valley South (Buda)        |

**AREA NEEDED**

	Category A	Category B	Category C	Category D	Rental Charge*
<input type="checkbox"/> Gymnasium/Activity Room	0	\$25.00	\$60.00	\$125.00	_____
<input type="checkbox"/> Gymnasium (High School)	0	\$25.00	\$125.00	\$225.00	_____
<input type="checkbox"/> Cafeteria	0	\$10.00	\$30.00	\$50.00	_____
<input type="checkbox"/> Kitchen	0	\$25.00	\$60.00	\$125.00	_____
<input type="checkbox"/> Classroom	0	\$10.00	\$25.00	\$50.00	_____
<input type="checkbox"/> Auditorium (High School)	0	\$50.00	\$125.00	\$225.00	_____
<input type="checkbox"/> Commons Area (High School)	0	\$25.00	\$75.00	\$175.00	_____
<input type="checkbox"/> Media Room (High School)	0	\$25.00	\$50.00	\$150.00	_____
<input type="checkbox"/> Track/Football Field (High School)	0	\$25.00	\$75.00	\$125.00	_____
<input type="checkbox"/> Baseball/Softball Field (High School)	0	\$25.00	\$75.00	\$100.00	_____
<input type="checkbox"/> Central Office Meeting Room	0	\$10.00	\$20.00	\$40.00	_____

General Needs: Set Up/Equipment \_\_\_\_\_

\*Rental Charge\* \$ \_\_\_\_\_ (Check for Rental Charge must accompany this form)

**SERVICES NEEDED**

- |  |   |       |
|--|---|-------|
| <input type="checkbox"/> Custodian                 | _____ hours @ \$26.00/hr. (Rate set annually) | _____ |
| <input type="checkbox"/> Cook                      | _____ hours @ \$21.00/hr. (Rate set annually) | _____ |
| <input type="checkbox"/> Supervisor                | _____ hours @ \$20.00/hr. (Rate set annually) | _____ |
| <input type="checkbox"/> Auditorium Sound/Lighting | _____ hours @ \$20.00/hr. (Rate set annually) | _____ |

**FINAL BILLING TO BE SENT FOLLOWING EVENT.**

**NOTES:** Request will not be scheduled until Rental Charge is received. **Cost schedules are figured for up to four (4) hours of use.** Additional hours will be prorated at an equal per hour rate. Custodian charges may be made to Category A groups if such services are required. If supervisors are taking the responsibility to lock/unlock doors, clean the facility, etc., a key may be provided for the use of the facility as long as it is returned immediately after the rental period. It is agreed by the undersigned that the organization will save and hold the Board of Education, its employees, and agents harmless of and from any and all loss, damage, or injury which it might sustain or become liable for, to any person or persons whomsoever, or property, arising from any cause or for any reason whatsoever in and about, during and because of the use of said school facilities.

Person Requesting Facility	Date	Building Principal	Date	Superintendent	Date
		CC: AD _____ Secretary _____ Custodian _____			

# Bureau Valley CUSD #340 Rules and Regulations for Use of School Buildings or Property

## I. Classification of Groups

For the purpose of implementing these policies, groups shall be classified under four categories as follows:

### **Category A - School or school affiliated groups**

This category includes students in Unit District #340 school programs, school clubs, students' or employees' organizations, school parent groups, etc. No fees will be charged to this classification unless extra custodial or kitchen fees are necessary.

### **Category B – Non-Profit Community Groups**

This includes groups with membership composed primarily of Bureau Valley district residents and/or students, such as Boy/Girl Scouts, JFL, and 4-H clubs. Also included are tax supported groups. (Nominal charge) Custodial fees may be waived. An organization meeting on a regular basis shall pay a one-time fee of \$25.00 rather than multiple fees.

### **Category C - Civic and Church Groups**

These groups are neither school affiliated nor essentially charitable, for example athletic clubs, family gatherings, fraternal organizations. Church groups are included in this category. Charges are equal to the cost of the operational expenses.

### **Category D - Commercial Rental**

This classification includes political meetings and meetings called for commercial or semi-commercial purposes. Commercial rental rates will be charged in accordance with the facilities used and the published rates of this policy. Any non-school sponsored event that charges admission will be classified as Category D.

## II. General Requirements

- A. Schools and their facilities shall be made available to the public as freely as is consistent with state statutes, policies of the Board of Education, and within the original and primary purpose of the school.
- B. Applicants for use permits must satisfy the superintendent or his designee that they are responsible persons and officially represent responsible organizations; that they will guarantee orderly behavior and will underwrite any damages due to their use of the premises; that their program is of a nature suitable for presentation in a public school; that the proposed activity is lawful and in conformity with regulations of the Board of Education.
- C. Category B, C, and D permit holders must agree to save and hold harmless the said public schools and must agree to assume responsibility for all liabilities arising incident to occupancy, it being understood and agreed that the Unit School District assumes no obligation respective to the use of such premises.

## III. Special Requirements and Restrictions on Use

- A. Schools may not be used for teaching or promoting any theory or doctrine of a subversive nature or which is intended to undermine or overthrow the government of the United States. This does not prohibit discussion of controversial subjects in a public forum.
- B. Use of tobacco, intoxicating beverages and harmful drugs are prohibited on all school properties, and any person under the influence of alcohol or drugs shall not be permitted to remain thereon. Responsibility for these controls rests upon the party signing the application.
- C. All meetings involving school children must be in charge of responsible adults, the number of supervisors varying according to the number of participants. Adequate supervision and leadership must be provided throughout the period authorized for use. Meetings shall close promptly at 11 p.m. or earlier, unless otherwise approved by the Superintendent.
- D. Use of any materials on floors or other parts of the building without specific approval of the building principal is strictly prohibited.
- E. Organizations using the facilities without charge must set up and restore, under the supervision of the applicant, all furniture and equipment.
- F. Any decorations shall be erected in a manner that will not be destructive of school property, and such erection shall be in accordance with local and state regulations and approved by the building principal. All decorations shall be removed from the building immediately after the event ends.
- G. Permit holder shall assume responsibility for securing necessary police and fire supervision in accordance with city ordinances or other governmental regulations or if so directed by the school administration.
- H. Permit holder shall be fully responsible for all damages or loss of school property, including that belonging to students or employees, as well as his own property, occurring during the time the building is in use under the permit.
- I. Permission for use of special or extra equipment must be included in the application. If such equipment is desired, it must be used within the school property and special arrangements made with the superintendent or his designee. Extra compensation must be paid for employees to operate or supervise special or extra equipment. No equipment is to be loaned or rented for use outside public school property without written authorization from the superintendent or his designee.
- J. The Board of Education, at its discretion, reserves the right to suspend, or terminate the permit at any time.
- K. School facility use will be terminated if charges are not paid within sixty (60) days after statement has been rendered. All checks shall be made payable to: **Bureau Valley CUSD #340**, P.O. Box 289, Manlius, Illinois 61338.